

HS50-OWI-019

Revision A

EFFECTIVE DATE: January 26, 2009

ORGANIZATIONAL ISSUANCE

HS50

New Employee In-Processing Employment Eligibility Verification

**APPROVING
AUTHORITY**

NAME

Danny R. Hightower

TITLE

Manager

ORG

HS50

DATE

January 26, 2009

**CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
	Baseline	07/31/2008	Directive describing the procedure for completing and maintaining Department of Homeland Security Form I-9 for new employees
Revision	A	01/26/2009	Revised to delete references to "Employee Services & Operations office" and replace with "Human Resources Services Office."

CHECK THE MASTER LIST-VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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1. PURPOSE

The purpose of this Organizational Work Instruction is to describe the Human Resources Services Office process for completing and maintaining Office of Homeland Security, U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, during employee in-processing and instructions for maintaining I-9 files.

2. APPLICABILITY

This instruction applies to the in-processing of all new MSFC Civil Service Employees. It does not apply to in-processing of Civil Service employees who have been reassigned to MSFC from NASA Headquarters or another NASA Center and it does not apply to the in-processing of Civil Service employees who have been transferred to MSFC from another Federal Agency.

The purpose of Form I-9 is to document that each new employee hired after November 6, 1986 is authorized to work in the United States.

3. AUTHORITY and APPLICABLE DOCUMENTS

3.1 AUTHORITY

Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA)

3.2 APPLICABLE DOCUMENTS

Instructions for completing Form I-9, Employment Eligibility Verification
(Note: Instructions are part of the form itself which can be downloaded from the U.S. Citizenship and Immigration Services web page at:
<http://www.uscis.gov/files/form/I-9.pdf>)

M-274 Handbook for Employers, Instructions for completing the Form I-9
(Note: M-274, which contains detailed instructions on completing Form I-9 can be found on the U.S. Citizenship and Immigration Services web page at:
<http://www.uscis.gov/files/nativedocuments/m-274.pdf>)

4. DEFINITIONS

None

5. INSTRUCTIONS

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5.1 One Human Resources Specialist shall be authorized by the Employee Services and Operations Office Manager to complete the I-9 Form for newly hired Civil Service employees. One or more employees shall also be authorized to complete the form, when the designated Human Resources Specialist is unavailable.

5.2 The designated Human Resources Specialist Shall complete all required blanks on the I-9 form in accordance with the instructions on the form and the Handbook for Employers and shall ensure that each form is properly dated.

5.3 Before filling out Form I-9, the Human Resources Specialist shall check the expiration date on the Form to ensure that it is correct.

5.4 Newly hired employees are responsible for filling out Section 1 of the I-9 form.

5.5 The Human Resources Specialist shall complete the I-9 Form after viewing original documents presented by the new employee that establish employment eligibility. Photocopies of original documents are not acceptable.

6. NOTES

The Human Resources Services Office is responsible only for completing I-9 forms for Civil Service Employees. Forms for contractors are the responsibility of the employing company. Questions from contractors may be referred to the U.S. Citizenship and Immigration Services (USCIS) web page or the USCIS National Customer Service Center toll-free number at 1-800-375-5283.

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

9.1.1.1 In accordance with Part Three of M-274, Handbook for Employers, completed forms shall be retained for 3 years after the date the employee is hired or 1 year after the date the employee is terminated, whichever is later.

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9.1.1.2 Completed forms shall be filed by a designated Program Support Specialist or other authorized employee. Files shall be purged and unneeded forms shredded at least annually.

9.2 Files will be maintained in building 4200, room 334

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

No certification is required for completing the I-9. However, only those employees who are determined by the supervisor to be thoroughly familiar with the instructions for completing the form will be permitted to fill out the I-9.

12. FLOW DIAGRAM

None